



Delaware Department of Transportation  
**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES**



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RFP Number: **1975S-1982S**

**PROJECT DEVELOPMENT AND DESIGN SERVICES**

Submission Due Date/Time: **Thursday, May 7, 2020 prior to 2:00 P.M. Local Time**

Five (5) year term with no possible extensions

Agreement Type: State

Up to eight (8) agreements may be awarded from this solicitation

The resulting agreement may be State funded

The anticipated method of payment is cost plus fixed fee

29 Del.C. §6981, 2 CFR part 200

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**PROJECT INFORMATION**

This Request for Proposal (RFP) issued by the Delaware Department of Transportation is for the purpose of acquiring Proposals from qualified firms to provide transportation related design services.

**PROFESSIONAL SERVICES REQUIRED**

Services include but are not limited to the following: Engineering, Highway Design, and Environmental Services

**PROJECT DESCRIPTION**

The anticipated project assignments will involve performing designs, preparation of plans, concept plan development, preparation of technical reports, data gathering, field investigations, and studies for miscellaneous transportation design projects. Other transportation related professional services may also be required. All assignments of work will be at the discretion of the Department based upon funding availability, scheduling, priority, etc.

Services may include but are not limited to the following:

1. Construction plans in both hard copy and electronic files, including digital terrain models, utilizing the latest technology, best practices of 3-D CADD, and Department requirements
2. Specifications
3. Quantity calculations and cost estimates
4. Right-of-way plans, including the establishment of the existing right-of-way
5. Topological surveys
6. Erosion control plans

7. Environmental compliance plans
8. Traffic control plans
9. Traffic management plans
10. Lighting plans
11. Signal plans
12. ITMS plans
13. Geotechnical design; including soil borings, soil analysis, infiltration testing, and preparation of geotechnical reports
14. NEPA studies and preparation of all NEPA documents
15. Technical reports, including but not limited to stormwater management, hydrology and hydraulics, geotechnical, structural, user delay cost analysis, NEPA, etc
16. Contract timing
17. Utility coordination
18. Environmental studies
19. Other miscellaneous services for given tasks, including but not limited to,
  - a. Planning and design of urban and rural transportation facilities
  - b. Bicycle, pedestrian, transit planning and design
  - c. Cultural resources
  - d. Environmental resources
  - e. Geographical Information System (GIS)
  - f. Landscape architecture
  - g. Public involvement and community relations
  - h. Construction inspection resources
  - i. Real estate coordination
  - j. Technical and visualization resources
  - k. Noise analysis
  - l. Traffic studies and modelling using HCM, VISSIM, CORSIM and/or others
  - m. Consultant project and program management
  - n. Training
20. Other tasks as assigned

## **QUESTIONS**

Questions must be submitted before the due date identified in the Procurement Schedule for this RFP. All inquiries must be submitted in the Q/A section of the project listing in the [Bonfire Procurement Portal](#).

The Department's response to questions will be posted, according to the procurement schedule, under the project listing in Bonfire and to the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

## **PROCUREMENT SCHEDULE**

Action Item	Date	Time
Deadline for Questions to ensure response:	Thursday, April 23, 2020	2:00 P.M. Local Time
Final Response to Questions posted by:	Thursday, April 30, 2020	2:00 P.M. Local Time
Proposals Due prior to:*	Thursday, May 7, 2020	2:00 P.M. Local Time

**NOTE:** Only asterisk (\*) marked date changes will be communicated (via posted Addendums).

## **PROPOSAL REQUIREMENTS**

Interested firms must submit the material required herein or they may not be considered for the project:

1. Proposals must be received before the Proposal Due Date and Time, as identified in the Procurement Schedule for this RFP. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted. Responses received after the Proposal Due Date and Time will not be considered.
2. **Upload your submission at:** <https://del.dot.bonfirehub.com/portal/>

Important Notes:

- Logging in and/or uploading the file(s) does not mean the response is submitted. Users must successfully upload all the file(s) and **MUST** click the submit button before the proposal due date and time.
- Users will receive an email confirmation receipt with a unique confirmation number once the submission has been finalized. This will confirm that the proposal has been submitted successfully.
- Each submitted item of Requested Information will only become visible to DelDOT after the proposal due date and time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 1000 MB.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact Bonfire directly at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or 1(800)654-8010 ext. 2 for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

3. **The Prime Consultant must be Registered**, or submit application for registration, with DelDOT at or before the time of submission in order to be considered. For registration information, click [here](#).
4. **Submit one (1) Original and one (1) Redacted copy** of the Proposal. The original must be a .pdf file of the original signed proposal and should be clearly marked “Original” on the first page of the document. The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as “Redacted” on the first page of the document. The redacted copy is required even if the submission contains no proprietary or confidential information.

*To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware’s Freedom of Information Regulations here; <http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage>. Under Delaware FOIA law, 29 Del. C. §10002(l)(2), “Trade secrets and commercial or financial information...which is of a privileged or confidential nature” are “records that shall not be deemed public” and are therefore exempt from disclosure under FOIA.*

**5. Architect-Engineer Qualifications; GSA SF330:**

<http://www.gsa.gov/portal/forms/download/116486>

Follow instructions for the SF330, and add the following Individual Agency Instructions:

**A. Part I Section C 11, Proposed Team;**

Indicate if the firm is a DBE and provide the approximate percentage of the contract cost they will perform.

**B. Part I Section E, Resumes of Key Personnel Proposed for this Contract;**

Resume information is limited to eight (8) individuals regardless of affiliation.

**C. Part I Section F, Example Projects;**

Example Projects provided are limited to ten (10).

**D. Part I Section H 30, Additional Information;**

(The Department recommends formatting this section using Times New Roman, 12 pt. font)

- 1) The Prime consultant must indicate the current workload with the Department by listing the following in a table format:

Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Total Dollars paid to date; current number of Tasks issued; and date of contract expiration.

- 2) List any DelDOT agreement number your firm has been selected for and not included above.

- 3) Firms may include a "Rating Criteria Support Information" Section, limited to four (4) pages on two (2) sheets of paper, within Section H, that covers any information that directly relates to the firm's ability to meet the specific rating criteria listed in this RFP.

Note: Letters of Interest should not be included.

6. **Joint venture** submissions will not be considered.
7. DelDOT reserves the right to reject any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.
8. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in 'Appendix A' of this document.

No promotional materials or brochures are to be included as part of the submission.

### **RATING CRITERIA**

#	Criteria Description:	Weight
1	Key Staff and Project Team qualifications	20 %
2	Firm's experience pertaining to the project development and design of transportation projects	20 %
3	Technical Approach	20 %
4	Firm's resources and capability to accomplish proposed work on schedule	20 %
5	Firm's experience on similar projects	20 %
TOTAL :		<b>100%</b>

### **OVERVIEW OF SELECTION PROCESS**

- This is an On-Call agreement utilized for the performance of services for a number of projects under task orders issued on an as-needed basis.
- This is a single-phase solicitation process with the availability for discussions with up to ten (10) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm's submitted proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so

on until an agreement is reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.

- After the ranking process has been completed, applicable price information will be requested from the successful candidate firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.
- Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.
- Selection Committee membership appointments are confidential. The Department's Professional Services Procurement Manual may be viewed [here](#).

## **MISCELLANEOUS**

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation  
State of Delaware  
By: Jennifer Cohan  
Secretary  
Dover, DE

## **Appendix A - REQUIRED FORMS**

The following completed forms are required to be returned with each proposal:

- Certification of Eligibility
- Certificate of Non-Collusion

## **CERTIFICATION OF ELIGIBILITY**

### **Delaware Department of Transportation**

#### **Request for Proposal 1975S-1982S – Project Development and Design Services**

We have read Request for Proposal number 1975S-1982S and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

\_\_\_\_\_ hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

\_\_\_\_\_ Signature of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Name and Title of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Month Day Year



## CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_ Signature of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Name and Title of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Notary Public Month Day Year